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22 NOV 1953

MEMORANDUM FOR: Acting Personnel Director

SUBJECT : Review of Personnel Evaluation Report Procedures

1. Pursuant to your instructions dated 22 October 1953 for a review of the system of initiating and controlling the submission of personnel evaluations, the following report is submitted.

2. The procedures established in Personnel Director Memorandum No. 43-52, Personnel Evaluation Report Procedures, dated 10 September 1952, have been generally observed with the following results:

a. The procedure for tabbing the position control system and submitting requests for PER's by transmitting a Form 37-151A, Routing and Action Slip for Personnel Evaluation Reports, to operating offices has been followed consistently and this Staff believes with considerable efficiency.

b. However, a follow-up system based on a tickler file consisting of the duplicate copies of Form No. 37-151A has not produced the desired control for the return of the PER's. It is the opinion of this Staff that this part of the system has failed for two reasons:

(1) The Transactions and Records Branch has not always accomplished filing of the Form No. 37-151A in a suspense file.

(2) The Branch has not given sufficient attention to following up the tickler system with requests to the operating offices to return overdue PER's.

3. In recognition of this lack of control, the Chief, Transactions and Records Branch, issued a Branch Instruction on 12 October 1953 (copy attached) designed to thoroughly instruct his personnel in the procedure for following up on PER's. This Instruction slightly alters the procedure indicated in paragraph 3 of PDM No. 43-52 in that it abandons the tickler file system consisting of duplicate copies of the Form No. 37-151A and substitutes a tickler system based on the tabbing of the position inventory files. It is the view of this Staff, however, that the tickler system established in the attached Transactions and Records Branch Instruction will be more workable and effective than that indicated in paragraph 3 of the referenced PDM because it will be automatically reviewed at least once each month.

4. It is recommended that this Staff review the effectiveness of the procedure prescribed in the Transactions and Records Branch Instruction on or about the first of the year. If at that time it is decided that this

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procedure is more effective than the one indicated in the PDM, appropriate changes could be made to the PDM. At that time also, a review could be made of the procedural and responsibility requirements established in PDM No. 77-53, Assignment of Personnel Office Responsibilities in Connection with the Personnel Evaluation Matters, dated 6 October 1953.

25X1A

Chief, Plans, Research and
Development Staff

Attachment

25X1

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	C/PRDS	AB	12 Nov
2	C/Research Branch		
3			
4			
5			

FROM		INITIALS	DATE
1	C/Plans Branch	JA	18 Nov
2	C/Research Branch	EBH	10 Nov
3			

☐ APPROVAL ☐ INFORMATION ☐ SIGNATURE
☐ ACTION ☐ DIRECT REPLY ☐ RETURN
☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

Remarks:

We have discussed the assignment of this project and agree that it should go to Research Branch for action rather than to Plans Br. Please change project index if you agree.

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